

## **Degree Apprenticeships Admissions Policy**

### **What is a Degree Apprenticeship?**

Queen Mary offers Degree Apprenticeships in collaboration with employers. Degree Apprenticeships involve a combination of study in the relevant academic School at Queen Mary and work undertaken at the employer. Students who successfully complete their academic programme are awarded the Bachelors or Masters degree relevant to their Degree Apprenticeship.

### **Applying for a Degree Apprenticeship**

Applications for Queen Mary Degree Apprenticeships are normally made through the National Apprenticeships Service: <https://www.apprenticeships.gov.uk/apprentice/what-is-an-apprenticeship>. In some cases the application is made direct to the employer. Successful candidates who receive an offer to study on a Degree Apprenticeship will be required to complete a short application form on the Queen Mary website; this allows us to create a student record, which you will need in order to enrol, obtain a student ID card and use Queen Mary facilities.

### **Eligibility for admission**

#### General

Applicants for a Degree Apprenticeship must be over 16 years old and must meet other eligibility criteria determined from time to time by the UK Government. These criteria are published by the Education and Skills Funding Agency in the *Apprenticeship funding rules and guidance for employers*<sup>1</sup>.

#### Academic qualifications

Applicants for a Degree Apprenticeship must normally meet minimum entry requirements equivalent to those for standard degree programmes offered on site at Queen Mary in the relevant subject. Minimum entry requirements for admission to all Queen Mary degrees, including Degree Apprenticeships, are published in the Admissions Policy <http://www.arcs.qmul.ac.uk/policy/>. Programme-specific entry requirements are published in the Queen Mary online course finder (<https://www.qmul.ac.uk/undergraduate/> or <https://www.qmul.ac.uk/postgraduate/>)

#### Work experience or other relevant qualifications

Applicants for a Degree Apprenticeship may be considered on the basis of a combination of academic qualifications and relevant work experience or another relevant qualification, where this is deemed to be equivalent to the academic qualifications required for admission. Applicants wishing to be admitted on the basis of work experience will be asked to provide detailed information, together with one or more supporting statements from their employer(s), about their work experience. This will be considered by the academic admissions selector, who will make a recommendation to the Dean for Education in the relevant Faculty at Queen Mary.

#### Selection by employer

In addition to meeting minimum academic requirements (including work experience, where applicable) applicants for Degree Apprenticeships must meet the requirements of the relevant

employer for admission to the programme. Assessment normally takes the form of a selection process equivalent to that for seeking employment. This is likely to include:

- a written application, including a personal statement setting out the applicant's suitability and motivation for the Degree Apprenticeship;
- attendance at an assessment centre, involving completion of a number of tasks;
- an interview.

This list is not exhaustive and there may be variations in the approach adopted by different employers.

### **Receiving an offer**

Applicants who meet the minimum entry requirements for the Degree Apprenticeship and are successful in the relevant employer's selection process will receive an offer to join the Degree Apprenticeship and an offer to study at Queen Mary. The Queen Mary offer to study will normally be issued after the employer has made an offer to join the Degree Apprenticeship.

#### Unconditional offer

Applicants who have met the academic requirements of the Degree Apprenticeship and who have an offer from an employer will receive an *unconditional* offer to join the programme.

#### Conditional offer

Applicants who have not yet met the academic requirements of the Degree Apprenticeship and who have an offer from an employer will receive a *conditional* offer to join the programme and must meet these conditions before they can start the programme. For example, an applicant who has an offer from an employer but who has not yet completed their current qualification—for example, A levels or equivalent for undergraduate Degree Apprenticeships or Bachelors study for postgraduate Degree Apprenticeships - will receive a conditional offer from Queen Mary, stating the grades that they must obtain in order to be able to join the programme.

### **Accepting an offer**

Applicants who have received an offer to study on a Degree Apprenticeship must accept this firmly by the deadline provided. Applicants who are holding an offer of an undergraduate Degree Apprenticeship and a standard Bachelors programme delivered on site at Queen Mary (for which they have applied via UCAS) may only accept one offer firmly. Applicants who are holding an offer of a postgraduate Degree Apprenticeship and a standard Masters programme delivered by Queen Mary may only accept one offer firmly.

### **Confirmation of place**

Applicants will receive confirmation that they have a place on the Degree Apprenticeship once they have firmly accepted the offer of place and met any outstanding academic conditions for admission. Places will only be confirmed where an applicant is holding a valid offer from an employer.

Applicants whose grades fall narrowly below the academic conditions of their offer may have their places confirmed, subject to the recommendation of the relevant employer. It is not usually possible to defer a conditional offer if an applicant chooses to retake their qualifications and improve their grades. However, applicants may apply again in the following recruitment round.

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